

Handout: Checklist for Integrating People with Disabilities and Others with Access and Functional Needs into Emergency Planning, Response and Recovery

PLANNING

COMMUNITY PARTNERS	S	PS	NS	COMMENTS
Qualified representatives from Access and Functional Needs communities				
Systems to coordinate, expand, strengthen, maximize & sustain partnerships				
Discuss expertise, skill sets, resources, response & reimbursement agreements				
Define FAST expectations, accountability, request and response				
MOUs with detailed responsibilities				
Meet communication, evacuation, transportation, access & health needs				
Contract with & employ organizations that represent diverse access and functional needs populations				
Recruit & include qualified representatives from diverse access and functional needs populations				
CERTs recruit & accommodate people with access and functional needs				
Update training to incorporate access and functional needs content				
Stockpile DME and CMS				

S = SUFFICIENT

- ☐ completely addressed
- ☐ formal mechanisms

PS = PARTIALLY SUFFICIENT

- ☐ partially addressed or informally addressed
- ☐ under development
- ☐ being updated

NS = NOT SUFFICIENT

- ☐ not addressed

This checklist is adapted from a more extensive checklist developed by June Isaacson Kailes, Associate Director, Center for Disability and Health Policy, Western University of Health Sciences, Pomona, California. The link to the complete checklist is:

<https://www.hhs.gov/sites/default/files/plancklst.pdf>

PLANNING
(Cont'd)

DISABILITY INTEGRATION ADVISOR /ACCESS AND FUNCTIONAL NEEDS TECHNICAL SPECIALIST	S	PS	NS	COMMENTS
Reports directly to department head or chief executive officer				
Authority, responsibility & resources to integrate access and functional needs				
Liaison for government programs & community partners				
Coordinates with Joint Information Center				
Works with departments to establish an access and functional needs liaison				
Serves in Emergency Operations Center				

COMMUNICATION ACCESS

COMMUNICATION	S	PS	NS	COMMENTS
Information timely & understandable				
Written guidelines distributed to local media for FCC compliance				
Captioning & other visual presentation methods available in audio format				
Specifically state messages intended for people with access and functional needs				
Use updated access and functional needs terms & easy to understand messages				
Use pictures and text				
Include TTY number, email & texting contact				
Use Social Media, wireless, VRS				
Use qualified sign language interpreters				
MOUs for Video Remote & sign language interpreting services				
Accessible way for follow up questions				
Regularly test Emergency Alert System with end users				
Website access complies with 508 & W3C guidelines				
Links activated prior to use				
Emergency preparedness info for people with access and functional needs & disability specific service info				

SHELTERING

SHELTERING	S	PS	NS	COMMENTS
Potential shelter sites evaluated for ADA accessibility				
Collaborate with local ARC chapter to execute agreements for facilities to be used as shelters				
MOUs in place & updated regularly				
MOUs detail responsibilities for shelter and feeding people with access and functional needs				
Personal Assistance Services (PAS) resources & agreements				
Accessible portables, ramps, cots				
Identify, create & finalize agreements with vendors & service suppliers				
Create delivery systems for shelters & assistance centers				
Disability Integration Advisor/ Access & Functional Needs Technical Specialist				
Shelter Manager Training for people with access and functional needs				
Plans for continued service delivery				

EVACUATION AND TRANSPORTATION

EVACUATION AND TRANSPORTATION	S	PS	NS	COMMENTS
Clearly identify thresholds & protocol for evacuations orders				
Clearly defined evacuation responsibilities for faith-based and community-based organizations				
Evacuation EOPs include people with access and functional needs, service animals, DME, CMS, mobility & assisted living devices				
Estimated time needed for moderate & large scale evacuations				
Response time during & after non-operational hours				
Evacuation assets identified, inventoried & updated regularly				
Evacuation plan for communities with no public transit access				
Accessible vehicles & drivers pre-positioned				
Authorization of transit vehicles to be emergency vehicles in evacuations				
Transit assets typed by passenger capacity				
Emergency vehicle identification systems				
Procedures to request & prioritize vehicles when demand exceeds supply				
Service continuity, temporary service changes, shelter transportation & sustainability				
Interagency coordination systems (Web EOC) and MOUs				

RECOVERY

RECOVERY	S	PS	NS	COMMENTS
Prioritize restoration of essential services				
Collaborate with partners for recovery services				
Local Assistance Centers (LACs) located near transportation				
Assist with applications & forms				
Have information specific to people with access and functional needs				
Information is understandable & accessible				
Protocol & procedures for personal assistance providers to accompany individual				
Identify & obtain accessible temporary & permanent housing				
Supplies & equipment replacement				
Transportation				
Financial assistance				

TRAINING, EXERCISES, AND PERSONAL PREPAREDNESS

TRAINING AND EXERCISES	S	PS	NS	COMMENTS
Recruit & use people with disabilities & others with access & functional needs				
Educate, support & recruit community partners				
Establish policy & procedures for training				
Integrate content for people with access and functional needs				
Regularly review, monitor & update training				
Acquire core competencies with integrating access and functional needs into emergency management				
Comply with State & Federal laws				
Understand accessibility & nondiscrimination				
Train with usable formats for people with access and functional needs				
Contract with subject matter experts to provide training				
Recruit & accommodate people with disabilities & others with access and functional needs for CERT				
Personal preparedness: Go Kit, reunification plans, pets, food and water				